



# BWP HW 21

## Instructions and Supporting Materials

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### Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word and Adobe Acrobat PDF. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word format must be downloaded separately. Users with Microsoft Word 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



## BWP HW 21 Guidance

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Enclosed is a copy of the form to be filled out to obtain a permit for the recycling operation at your facility. Read and fill out all the pages included in the application. This document will become your permit.

Please retain a full copy of the application including the conditions for your records as this will be your only permit copy.

The application form is split into five sections, A through E.

**Section A** requires general information such as company name, address and EPA Identification number. If your company does not have an EPA Identification number or a DEP-assigned number call 617-338-2255 within the 617 area code or 1-800-462-0444 (Option 1 on the menu) if calling from a 508 or 413 area code number.

**Section B** requires you to describe the recycling activity and type of recycling equipment. Please fill out all appropriate sections. Leave any non-applicable sections blank.

**Section C** describes the general conditions of recycling permits that all permit holders must obey. These conditions are included as part of your final permit.

**Section D** refers to pollution prevention and toxics use reduction requirements. Call 617-292-5982 to determine if TURA requirements apply to you.

**Section E** requires a certification that the information contained on the form is true, accurate and complete and that you have read and understood all the conditions set forth in the package. The application form should be sent **by certified mail** to the appropriate Regional Office (see back cover of application kit folder) with the original transmittal form. The certified receipt will verify your permit.

***Be advised that in accordance with 310 CMR 30.221(2)(a) the permit will be automatically granted in 21 days unless DEP contacts you in writing.***

The fee for this permit is \$110. The fee and one copy of the Transmittal Form should be sent to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211

If you have any question regarding the application or need assistance in the filing or have any question regarding the regulations or the conditions please call the **Hazardous Waste Compliance Assistance Line** at (617) 292-5898.



## BWP HW 21 Guidance

### Guide to Determining The Level and Class of a Recycling Activity

The recycling regulations (310 CMR 30.200) establish three *classes* of recycling permits: Class A, B and C. From Class A to Class C, the regulatory controls become progressively more stringent. Each class encompasses different types of materials and activities. There are, for example, 11 different types of Class A materials. The Presumptive Approval Recycling Permit, BWP HW 21, covers only Class A recyclable materials.

*To determine if you can obtain a Presumptive Approval Recycling Permit, refer to the chart below. If you are planning to recycle hazardous waste in a manner not described in these tables, obtain the application kit for BWP HW 22, 23, 24, 25, or call the Hazardous Waste Compliance Assistance Line at 617-292-5898.*

**Note:** Very small quantity generators (VSQGs) who recycle DO NOT have to get a permit. You are a VSQG if you generate less than 27 gallons/month of hazardous waste or regulated recyclable material. To register as a VSQG, call 1-800-462-0444 (Option 1 on menu) from area codes 413 or 508, or 617-338-2255.

BWP HW 21: Level I, Class A Presumptive Approval Recycling Permit - \$110 Application Fee			
Recyclable Material	Type of Recycling	Class	Regulation Citation
Any Regulated Recyclable Material that is used or reused as an:  Ingredient in a product without reclamation; Substitute for a commercial product; Substitute for feedstock with reclamation.	Used or reused in manufacturing process which does not include reclamation, burning, overaccumulation, or placing on land	A	310 CMR 30.212(1)
Industrial Ethyl Alcohol	Any type of recycling	A	310 CMR 30.212(2)
Scrap Metal that would be hazardous if disposed of (such as powdered lead)	Any type of recycling	A	310 CMR 30.212(3)



## BWP HW 21 Guidance

### Guide to Determining The Level and Class of a Recycling Activity (cont.)

<b>BWP HW 21: Level I, Class A Presumptive Approval Recycling Permit - \$110 Application Fee</b>			
Recyclable Material	Type of Recycling	Class	Regulation Citation
A Characteristic Sludge	Being reclaimed on-site or sent off-site	A	310 CMR 30.212(5)
A Characteristic By-Product	Being reclaimed on-site or sent off-site	A	310 CMR 30.212(6)
Unused Commercial Chemical Product	Being reclaimed on-site or sent off-site	A	310 CMR 30.212(7)
Waste Oil	Recycled in a manner other than burning for energy recovery	A	310 CMR 30.212(8)
Specification Used Oil	Burned for energy recovery in a boiler or furnace	A	310 CMR 30.212(9)
Any Regulated Recyclable Material recycled at the site of generation in a completely-enclosed recycling system, such as used oil, spent solvent, or spent fixer	Recycled at the site of generation in a completely-enclosed recycling system, such as a: space heater for used oil; solvent distillation unit for spent solvents; silver recovery unit for spent fixer	A	310 CMR 30.212(10)
Material with a RCRA variance from the EPA and approved as a Class A material	Recycled at the site of generation or sent off-site for recycling	A	310 CMR 30.212(11)

### BWP HW 21 Hazardous Waste Recycling Forms

- **BWP HW 21**  
Hazardous Waste - Class A Recycling Presumptive Approval Permit
- **BWP HW RDS 01**  
Recycling Data Sheet for Class A Permits Involving Transport of Recyclable Material
- **BWP HW RDS 01-1**  
Recycling Data Sheet for Hazardous Waste Generators
- **BWP HW RDS 01-2**  
Recycling Data Sheet for Off-Site Recyclers
- **BWP HW RDS 01-3**  
Class A, Out of State Certification Statement
- **BWP HW RDS 05**  
Recycling Data Sheet for Burning Used Oil Fuel for Energy Recovery Under a Class A Recycling Presumptive Approval Permit.



# BWP HW 21 Permit Fact Sheet

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## How to Apply:

### 1. What is the purpose of this permit?

This permit authorizes and sets conditions for persons wishing to recycle hazardous waste rather than disposing of it or having it treated. At the same time, these permits are designed to protect public health and the environment by ensuring that recycling is conducted in a sound manner.

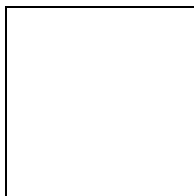
Legislative authority for these permits is stated in MGL Chapter 21C, section 4.  
Regulatory authority is found at 310 CMR 30.200.

### 2. Who must apply?

- Generators recycling all Class A regulated recyclable materials at the site of generation including specification used oil fuel.

#### Class A regulated recyclable materials:

- Used or reused as ingredients to make a product without reclamation.
- Used or reused as a substitute for a commercial product.
- Returned as a substitute for feedstock in the original production process without being reclaimed.
- Industrial ethyl alcohol.
- Hazardous scrap metal.
- Characteristic sludge being reclaimed.
- Characteristic byproduct being reclaimed.
- Unused commercial product being reclaimed.
- Waste oil recycled in some other manner than being burned for energy recovery (if recycled at the site of generation no permit is required).
- Specification used oil fuel burned for energy recovery.
- Materials recycled in a completely enclosed system at the site of generation such as:
  - ☐ space heaters. (Space heaters no longer require MA Department of Public Safety (DPS) approval. DPS only requires UL approval. However, you should contact your fire department to obtain local approval).
  - ☐ stills.
  - ☐ silver recovery units.
- a material has been granted a RCRA variance by the US EPA.
- Generators sending off-site all Class A regulated recyclable materials including specification used oil fuel.
- Recyclers receiving from off-site the following Class A regulated recyclable materials:
  - used or reused as ingredients to make a product without reclamation.
  - used or reused as a substitute for a commercial product.
  - industrial ethyl alcohol.



## BWP HW 21 Permit Fact Sheet

*-specification* used oil fuel burned for energy recovery *in any amount*.

The most commonly requested recycling permit applications are for the following units:

- free-standing solvent distillation unit at the site of generation.
- silver recovery unit to recycle spent fixer from photographic processes.
- space heater to burn waste oil for energy recovery.

Please consult the "Guide to Determining the Level and Class of a Recycling Activity" included in this kit to determine the appropriate application category. The permit category BWP HW 21 is now used for all Class A Hazardous Waste recycling activities formerly permitted under BWP HW 01. The permit category BWP HW 22 is now used for all Class B Hazardous Waste recycling activities formerly permitted under BWP HW 01.

### 3. What other requirements should be considered when applying for this permit?

#### a. What prerequisites should be considered before applying for this permit?

The applicant must have either an EPA identification number or a DEP-assigned number. To obtain an identification number, call 1-800-462-0444 from area codes 413 and 508, or 617-338-2255 from area code 617 and out of state. If you have other hazardous waste questions, call the Compliance Assistance Line at 617-292-5898.

#### b. What concurrent applications are related to this permit?

Some recycling activities may require additional permits from the Department. For example, air or water permits may be required if recycling involves potential discharges to the environment.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

### 4. What is the application fee?

The application fee is \$130.

### 5. What is the Primary Permit Location? What is the Reserve Copy Location?

**Primary Permit Location:**

Department of Environmental Protection  
Hazardous Materials

**Reserve Copy Location:**

None.

\_\_\_\_\_ \* Regional Office

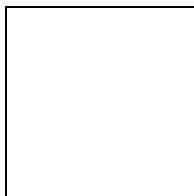
\*See addresses and phone numbers page for a list of DEP Regional Offices.

### 6. What are the timelines?

As of November 3, 1995 the timelines are:

	T1	T2
BWP HW 21	21	21

\*(A second technical review will only be conducted if necessary).



## BWP HW 21 Permit Fact Sheet

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*There is no public comment review period for this permit.*

### 7. What is the annual compliance fee?

There is no compliance fee for Class A Level I recycling permits.

### 8. How long is this permit in effect?

Recycling permits are generally issued for five years. In some cases, however, DEP may issue a permit for less than five years. For example, sometimes recycling involves a new technology. DEP can determine that more frequent permit review is necessary in these instances.

### 9. How can I avoid the most common mistakes made in applying for this permit?

- a. Be sure to sign the application form.
- b. Enter the correct EPA identification number on the application form.
- c. Indicate precisely the type and model of any equipment used in recycling.
- d. Indicate precisely the type of material that will be recycled, including its waste code as listed in 310 CMR 30.120 through 30.136.
- e. If the recycling process requires an air quality control permit, include a copy of the air quality permit with the recycling permit application.
- f. Submit fee and **one copy** of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

### 10. What are the regulations that apply to this permit? Where can I get copies?

These regulations include, but are not limited to:

- a. Hazardous Waste Regulations, 310 CMR 30.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State House Bookstore  
Room 116  
Boston, MA 02133  
617-727-2834

State House West Bookstore  
436 Dwight Street, Room 102  
Springfield, MA 01103  
413-784-1376



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Hazardous Waste

# BWP HW 21

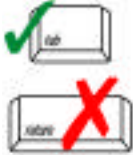
## Class A Recycling Presumptive Approval Permit

Transmittal Number # \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

### A. General Information

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Facility:

\_\_\_\_\_  
Name of Facility

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
EPA Identification Number

2. Person responsible for supervising recycling activity:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number including Area Code

3. Address where recycling occurs (if different from above):

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

4. Name and address of receiving facility (if recyclable material is shipped offsite):

\_\_\_\_\_  
Name of Facility

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
EPA Identification Number





# BWP HW 21

## Class A Recycling Presumptive Approval Permit

Transmittal Number # \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

### B. Description of Recycling Activity

1. Brief description of recycling activity:

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2. Type of recycling equipment (check applicable box, and fill in information):

☐ Space Heater

Manufacturer \_\_\_\_\_

Model Number \_\_\_\_\_

☐ Solvent Distillation Unit

Manufacturer \_\_\_\_\_

Model Number \_\_\_\_\_

☐ Silver Recycling Unit

Type: ☐ electrolytic

☐ canister steel wool

☐ other

Describe \_\_\_\_\_

☐ Other

Describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# BWP HW 21

## Class A Recycling Presumptive Approval Permit

Transmittal Number # \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

### B. Description of Recycling Activity (continued)

3. Name and Quantities of Material Recycled:

(P = pounds, K = kilograms, G= gallons, L = liters)

Material Recycled	Quantity Recycled On-site Per Year	Quantity Shipped Off-site Per Year
Crankcase oil	_____	_____
Hydraulic oil	_____	_____
Spent solvents(s):		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Spent photographic fixer	_____	_____
other	_____	_____
other	_____	_____
other	_____	_____

4. Accumulation:

Type of Accumulation	Total Accumulation Capacity (gallons)
Underground tanks(s):	_____
Above ground tanks(s):	_____
55 gallon drums:	_____
other	_____
other	_____



# BWP HW 21

## Class A Recycling Presumptive Approval Permit

Transmittal Number #

Facility ID (if known)

### C. General Conditions of Class “A” Recycling Permits

- I. The permittee shall have all equipment installed in accordance with all applicable federal, state and local regulations. The equipment site must have proper fire and explosion protection features, must have proper ventilation and provide easy access to all significant parts of the equipment.
- II. The permittee shall install, operate and maintain recycling equipment in accordance with all recommendations provided by the manufacturer.
- III. Permittee shall not alter the recycling device.
- IV. Permittee shall not allow materials to be introduced into the recycling device, other than those which have been specifically enumerated by the manufacturers or that would result in inadequate performance of the device.
- V. All hazardous waste generated from recycling activities shall be subject to all applicable regulations including 310 CMR 30.000.  
  
All residues or byproducts of recycling will be considered hazardous waste unless demonstrated otherwise.
- VI. Failure to comply shall be grounds for enforcement action including without limitation, permit suspension and revocation.
- VII. This permit is not transferable to other persons, locations or activities.
- VIII. The permittee shall satisfy all applicable conditions of 30.200. They include but are not limited to the following.
  - (1) **Duty to Comply.** The permittee shall comply at all times with the terms and conditions of the permit, 310 CMR 30.000, M.G.L. c. 21C, and all other applicable State and Federal statutes and regulations.
  - (2) **Duty to Maintain.** The permittee shall always properly operate and maintain all facilities, equipment, control systems, and vehicles which the permittee installs or uses.
  - (3) **Duty to Halt or Reduce Activity.** The permittee shall halt or reduce activity whenever necessary to maintain compliance with 310 CMR 30.200 or the permit conditions, or to prevent an actual or potential threat to public health, safety, or welfare, or the environment.
  - (4) **Duty to Mitigate.** The permittee shall remedy and shall act to prevent all potential and actual adverse impacts to persons and the environment resulting from noncompliance with the terms and conditions of the permit. The permittee shall repair at his own expense all damages caused by such noncompliance
- (5) **Duty to Provide Information.** The permittee shall provide the Department, within a reasonable time, any information which the Department may request and which is deemed by the Department to be relevant in determining whether a cause exists to modify, revoke, or suspend a permit, or to determine whether the permittee is complying with the terms and conditions of the permit.
- (6) **Entries and Inspections.** The permittee shall allow personnel or other authorized agents of the Department or authorized EPA representatives, upon presentation of credentials or other documents as may be required by law, to:
  - (a) Enter at all reasonable times any premises, public or private, for the purposes of investigating, sampling or inspecting any records, condition, equipment, practice, or property relating to activities subject to M.G.L. c. 21C, or RCRA, as amended; and
  - (b) Enter at any time such premises for the purpose of protecting the public health, safety or welfare, or the environment; and
  - (c) Have access to and copy at all reasonable times all records that are required to be kept pursuant to the conditions of the permit, and all other records relevant to the permittee's hazardous waste activity or to the permittee's activity involving regulated recyclable material.
- (7) **Records.** All records and copies of all applications, reports, and other documents required by 310 CMR 30.200 shall be kept by the permittee for at least three years from the expiration of the permit. This period shall be automatically extended for the duration of any enforcement action. This period may be extended by order of the Department. All record-keeping shall be in compliance with 310 CMR 30.007.
- (8) **Continuing Duty to Inform.** The permittee shall have a continuing duty to immediately:
  - (a) correct any incorrect facts in an application; and
  - (b) report or provide any omitted facts which should have been submitted; and
  - (c) in advance, report to the Department each planned change in the permitted facility or activity which might result in noncompliance with 310 CMR 30.200 or with a term or condition of the permit; and
  - (d) report to the Department any cessation of the permitted activity.
- (9) **Preventing and Reporting Releases Into the Environment.** No materials that are to be recycled shall be intentionally released into the environment or otherwise disposed of within Massachusetts except in full compliance with all applicable provisions of 310 CMR 30.000. All accidental releases of recyclable material shall be immediately reported to the Department and to all other persons to whom such releases must be reported pursuant to State or Federal laws or regulations.



# BWP HW 21

## Class A Recycling Presumptive Approval Permit

Transmittal Number #

Facility ID (if known)

### C. General Conditions of Class “A” Recycling Permits (cont.)

(10) *Compliance with the Application and the Terms of the Permit.* Except where 310 CMR 30.200 or other conditions of the permit provide otherwise, the materials that are to be recycled shall be recycled in the manner described in the application for the permit and in no other manner, and in compliance with all conditions of the permit. There shall be no change in the procedure of recycling without the prior express written approval of the Department for those permittees whose activities require a written permit. For those permittees whose activities do not require a written permit, a written notification to the Department is required.

(11) *Transportation of Recyclable Material.* Unless otherwise specified, all transportation of recyclable material, and preparation of all recyclable material for transportation, shall be in full compliance with all DOT and other Federal regulations, and all State regulations, governing the transportation of hazardous materials.

(12) *Annual Reporting.* All permittees shall submit an annual report, on a form prescribed by the Department, covering all recyclable material they handle. Each annual report shall be submitted to the Department no later than March 1 for the preceding calendar year. The report shall include, at a minimum, the following information:

- (a) The EPA identification number, or state-only identification number, of the permittee; and
- (b) The name, address, and EPA identification number, or state-only identification number, of the facility to which recyclable material was sent; and
- (c) Identification of all recyclable material recycled by the permittee. Such identification shall include the EPA listed name or description, the EPA hazardous waste number, the DOT hazard class, the amount of material recycled; and
- (d) Identification of all recyclable material shipped to off-site facilities. Such identification shall include the EPA listed name or description, the EPA hazardous waste number, the DOT hazard class, the amount of recyclable material transported, and the facility to which it was transported; and
- (e) The name and EPA identification number of the transporters used.

(13) *Dust Suppression and Road Treatment.* The use of regulated recyclable material for dust suppression or road treatment is prohibited. The provisions set forth in 310 CMR 30.205(9) shall apply to such activity.

(14) *Speculative Accumulation.* Speculative accumulation is prohibited. The permittee shall make and keep records that will adequately demonstrate that there has occurred no speculative accumulation. Such records shall include, but not be limited to, the following:

- (a) records showing the amount of material being accumulated or stored at the beginning of the calendar year,

- (b) records showing the amount of material received or generated during the calendar year, and
- (c) records showing the amount of materials being accumulated or stored at the end of the calendar year.

(15) *Personnel Training.* The permittee shall instruct, or give on-the-job training to, personnel involved in any activity authorized by the permit, so that such instruction or on-the-job training teaches such personnel how to comply with the conditions of the permit and to carry out the authorized activity in a manner that is not hazardous to public health, safety, or welfare, or the environment.

(16) *Emergency Prevention and Response.* The permittee shall plan and prepare for fires, explosions, or other occurrences that might result in release of oil or hazardous materials to the environment or otherwise constitute a potential hazard to public health, safety, or welfare, or the environment. Without limiting the generality of the foregoing, if the permit authorizes the operation of a recycling facility, the design and operation of the recycling facility shall be in compliance with the requirements set forth in 310 CMR 30.524(1).

(17) *Transfer of Permits.* Each permit issued pursuant to 310 CMR 30.200 shall be valid only for the person to whom it is issued and may not be transferred. Operation by an owner or operator other than those named in the permit shall be in violation of 310 CMR 30.000, and a basis for suspension or revocation of the permit, or for other enforcement action.

(18) *Permit Expiration.* Permits issued pursuant to 310 CMR 30.200 are in effect for a period of up to five years from the date of issuance. To continue the specified activity beyond this five year period, the permittee must reapply for a permit during the effective period of the existing permit. If the permittee wishes to engage in an activity different from the one specified in the permit, the permittee must receive a permit for the new activity prior to engaging in that activity.

(19) *Storage and Accumulation in Tanks and Containers.* Regulated recyclable materials shall be stored or accumulated only in tanks or containers. If the permittee stores or accumulates the regulated recyclable material in tanks, such tanks shall be in compliance with the requirements set forth or referred to in 310 CMR 30.340(1)(a)2., and 310 CMR 30.340(1)(f)-(g), except that a generator of waste oil or used oil fuel shall be in compliance with 310 CMR 30.253(1)(g) and (h). If the permittee stores or accumulates the regulated recyclable material in containers, such containers shall be in compliance with the requirements set forth or referred to in 310 CMR 30.683 through 30.686 and 30.688 through 30.689. Each tank or container in which regulated recyclable material is being accumulated or stored and each outside container into which small containers are packed shall be



# BWP HW 21

## Class A Recycling Presumptive Approval Permit

Transmittal Number #

Facility ID (if known)

### C. General Conditions of Recycling Permits (cont.)

clearly marked and labeled throughout the period of accumulation or storage with the following:

- (a) The words "Regulated Recyclable Material";
- (b) The regulated recyclable material(s) identified in words (e.g. acetone, toluene);
- (c) The type of hazard(s) associated with the material(s) Indicated in words (e.g. ignitable, toxic, dangerous when wet);
- (d) The date upon which each period of accumulation or storage begins, marked on each tank or container at the time accumulation or storage begins in that tank or container, except that tanks and containers containing regulated recyclable materials to be lawfully recycled in used oil fired space heaters need not be dated. Marks and labels shall be placed on the sides of each tank or container in such a manner that they are clearly visible for inspection.

(20) *The following additional conditions shall apply to each permit issued pursuant to 310 CMR 30.200 for recyclers who receive regulated recyclable materials from offsite regardless of whether or not such conditions are written into the permit.*

a) Security. The design and operation of the recycling facility shall be in compliance with the requirements set forth in 310 CMR 30.514 or with general security standards of equivalent stringency.

b) Inspections. The permittee shall inspect the recycling facility and remedy malfunctions in compliance with requirements set forth in 310 CMR 30.515(1)(a) and (b).

c) Wastewater Treatment Units. If a wastewater treatment unit is part of the recycling activity for which the permit is issued, such wastewater treatment unit shall be in compliance with the requirements set forth or referred to in 310 CMR 30.605.

### D. Pollution Prevention and Toxics Use Reduction

The Massachusetts Toxics Use Reduction Act (TURA, M.G.L. Chapter 21 I), passed in 1989, aims to reduce the use of toxic and hazardous substances in the Commonwealth. Facilities subject to the TURA are required to analyze chemical use, submit annual reports, and pay fees based on their use of toxic substance. Facilities subject to SARA 313 and CERCLA are required to report their chemical use under TURA. It may, therefore, benefit a company to reduce their use of toxics so

as to avoid reporting requirements and associated fees. In order to fall under TURA, companies must manufacture or process at least 25,000 pounds or otherwise use 10,000 pounds of the chemicals listed under SARA 313 or CERCLA. Companies must also employ ten or more full time workers and fall within certain SIC Codes. Call 617-292-5982 to determine if your company must report its chemical use.

### E. Certification

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and, that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment. In addition, I understand that any material supplied with this application will not be considered confidential unless I have specifically requested that such material be kept confidential and the Department has made a determination of confidentiality in accordance with 310 CMR 3.00 - Regulations Governing Access for and Confidentiality of Department Records and Files."

Authorized Signature of Owner/Operator

Title

Print Name

Date



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Hazardous Waste

# BWP HW RDS 01

(for use with BWP HW 21)

Recycling Data Sheet for Class A Permits Involving Transport of  
Recyclable Material

Transmittal Number #

Facility ID (if known)

**Important:**  
When filling out  
forms on the  
computer, use  
only the tab key  
to move your  
cursor - do not  
use the return  
key.



## A. Summary of Recycling Activity

1. Does the applicant plan to send Class A recyclable material to another person(s)?  
☐ Yes    ☐ No    (If "Yes", attach RDS 01-1 described below)
2. Does the applicant plan to receive Class A recyclable material from any person(s)?  
☐ Yes    ☐ No    (If "Yes", attach RDS 01-1 described below)
3. Will Class A recyclable material be sent to any person(s) located outside of Massachusetts:  
☐ Yes    ☐ No    (If "Yes", attach RDS 01-3 described below)

## B. Recycling Data Sheet Attachments

(Please label all attachments clearly as listed below)

### Attachment:    Brief Description of Information Required

- RDS 01-1:    This form should be filled out by generators. Provide the names, addresses and EPA identification numbers of persons to whom recyclable material will be sent. For any persons located in Massachusetts, specify whether they have applied for, or been granted, a valid recycling permit to receive the recyclable material. Specify the type of permit. Make additional copies of this form as needed.
- RDS 01-2:    This form should be filled out by offsite recyclers. Provide the names, addresses and EPA identification numbers of persons from whom recyclable material(s) are to be received. For any persons located in Massachusetts, specify whether they have applied for, or been granted, a valid recycling permit to send the recyclable material offsite. Specify the type of permit. Make additional copies of this form as needed.
- RDS 01-3:    If any person listed in Attachments RDS 01-1 is located outside of Massachusetts, they must sign the attached RDS 01-3 certification statement.



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Hazardous Waste

# BWP HW RDS 01-1

(for use with BWP HW 21)

## Recycling data sheet for generators

Transmittal Number #

Facility ID (if known)

### A. Instructions

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



This form should be filled out by generators sending Class A regulated recyclable materials to an offsite recycler. Provide the names, addresses and EPA identification numbers of persons to whom recyclable material will be received. For any persons located in Massachusetts, specify whether they have applied for, or been granted, a valid recycling permit to receive the recyclable material. Specify the type of permit. Make additional copies of this form as needed.

### B. Facility Information

1. Facility:

Name of Facility

Address

City/Town

State

Zip Code

EPA Identification Number

2. If the facility located in Massachusetts?

☐ Yes ☐ No

If **yes**, has this facility applied for or been granted a valid recycling permit to receive the recyclable material?

☐ applied for ☐ granted

Type of permit

If **no**, complete form BWP HW RDS01-3



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Hazardous Waste

# BWP HW RDS 01-2

(for use with BWP HW 21)

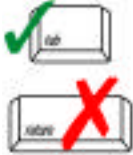
Recycling data sheet for offsite recyclers

Transmittal Number #

Facility ID (if known)

## A. Instructions

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



This form should be filled out by offsite recyclers receiving Class A regulated recyclable materials. Provide the names, addresses and EPA identification numbers of persons from whom recyclable the material are to be received. For any persons located in Massachusetts, specify whether they have applied for, or been granted, a valid recycling permit to send the recyclable material offsite. Specify the type of permit. Make additional copies of this form as needed.

## B. Facility Information

### 1. Facility:

Name of Facility

Address

City/Town

State

Zip Code

EPA Identification Number

### 2. If the facility located in Massachusetts?

☐ Yes ☐ No

If **yes**, has this facility applied for or been granted a valid recycling permit to receive the recyclable material?

☐ applied for ☐ granted

Type of permit





Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Hazardous Waste

# BWP HW RDS 01-3

(for use with BWP HW 21)

## Class A, Out of State Certification Statement

Transmittal Number #

Facility ID (if known)

### Certification

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and the information which relates to my involvement as described herein is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment. Further, I certify that the activities being pursued with regard to the recycling permit submitted by

\_\_\_\_\_  
Name of Applicant

is in compliance with applicable state and federal laws and regulations.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Hazardous Waste

# BWP HW RDS 05

(for use with BWP HW 21, BWP HW 23 or BWP HW 25)  
Recycling Data Sheet For Burning Used Oil for Energy Recovery  
Under a Class A Presumptive Permit or Class B(3) Permit

Transmittal Number #

Facility ID (if known)

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



## A. Summary of Recycling Activity

1. Does the applicant plan to burn used oil fuel that is generated at the burning site?

☐ Yes    ☐ No

(If "Yes", attach RDS 05-1 through RDS 05-5 described below).

2. Does the applicant plan to burn used oil fuel that is generated off the burning site?

☐ Yes    ☐ No

(If "Yes", attach RDS 05-1 through RDS 05-6 described below).

## B. Recycling Data Sheet Attachments

(Please label all attachments clearly as listed below)

### Attachment: Brief Description of Information Required

- RDS 05-1:      Attach a description of the fuel characteristics determined through satisfactory analysis, including the constituents or properties listed in 310 CMR 30.216. Describe the characteristic variations, if appropriate.
- RDS 05-2:      Attach a description of the procedure for determining the characteristics stated above. If laboratory analysis is used, provide the name of each laboratory used and certification status. Describe the quality assurance procedures in use at the laboratory.
- RDS 05-3:      Attach a copy of the Department's air quality approval to burn the oil fuel pursuant to 310 CMR 7.00. Describe any conditions in that approval on the specification or type of fuel to be burned and any required air pollution control technology. Also describe how those conditions will be met.
- RDS 05-4:      Attach a description of the facilities for fuel storage showing that it meets the storage requirement stated or referred to in:
- (1) 310 CMR 30.690 through 30.698 (for applicants planning to burn off-specification used oil generated off the burning site)
- or
- (2) 310 CMR 30.253 (for all other applicants).
- RDS 05-5:      Attach a description, if applicable, of the procedure for mixing the used oil fuel with other fuel, demonstrating that it is not subject to licensing pursuant to 310 CMR 30.800.
- RDS 05-6:      If the applicant plans to burn used fuel oil generated by a person(s) other than the applicant, attach the names, addresses and EPA identification numbers of those persons. Note which of these persons are "marketers" and provide reference to their permit.



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention - Waste Prevention

## BWP HW 21 Application Completeness Check List

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### Application Completeness Checklist

- ☐ The DEP Transmittal Form is properly completed.
- ☐ The proper application forms for the appropriate hazardous waste recycling categories have been completed and signed.
- ☐ The type of material that will be recycled, including its waste code as listed in 310 CMR 30.120 through 30.136, has been precisely indicated.
- ☐ The type and model of any equipment used in recycling has been precisely indicated.
- ☐ If recycling requires an air quality or water pollution permit, a copy of that permit has been submitted with the recycling permit application.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send a copy of the application along with one copy from the DEP Transmittal Form to:

Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office

Hazardous Materials

\*See "Addresses and Phone numbers" page for DEP Regional Offices.

- ☐ Send fee of \$130 in the form of a check or money order made payable to **Commonwealth of Massachusetts**, along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211